

# FINAL SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

2013/2014

## MTHONJANENI LOCAL MUNICIPALITY

Vote/Indicator		Unit of Measurem ent	Annual Target	Annual Budget	Quarter Ending September 2013			Quarter Ending December 2013			Quarter Ending March 2014			Quarter Ending June 2014		Explanatio n of Variances
					Projecte d	Actua l		Projecte d	Actua l		Projecte d	Actua l		Projecte d	Actua l	
Department: FINANCE																
Chief Financial Officer																
1. Vote: Finance & Admin																
Communication Plan		No of staff meetings	12		3			3			3			1		
		No of portfolio meetings	12		3			3			3			3		
		No of EXCO meetings	12		3			3			3			3		
		Number of Council meetings	4		1			1			1			1		

<b><u>KPA: Municipal financial viability and Management</u></b>															
<b>Vote: Finance &amp; Admin</b>															
<b>1.1 Budget &amp; Management Accounts</b>															
Compilation of financial statements in terms of MFMA	Submit by 31 August 2013	1		1											
Time schedule of key deadlines for 2014/2015 budget	Submit in August 2013	1		1											
Budget Statement	No of statements	12		3			3			3			3		
Implementation of the budget	No of reports	4		1			1			1			1		
Consolidate and prepare proposed 2014/2015 budget	Start in December 2013	1					1								
6 monthly budget statements	Tabled in January 2014	1								1					
Adjustments budget for 2013/2014	Tabled in January 2014	1								1					
Change in budget related policies	Finalized in March 2014	1								1					
Align municipal budget with IDP	Alignment in March	1								1					

		2014														
Draft 2014/2015 budget		Tabled in March 2014 1								1						
Draft SDBIP for 2013/2014		Tabled in March 2013 1								1						
Primary banking detail to Provincial Treasury and Auditor-General		Forwarded in March 2014 1								1						
Draft 2014/2015 budget to National Treasury (3 copies)		Forwarded in April 2014 1											1			
Draft 2014/2015 budget to Provincial Treasury (1 copy)		Completed and mailed in April 2014 1											1			
Final 2014/2015 budget		Tabled in May 2014 1											1			
Final 2014/2015 budget to National Treasury		Forwarded in June 2014 1											1			
Final SDBIP for 2014/2015		Approved in June 2014 1											1			
KPA: Municipal financial viability and Management																

<b>Vote: Finance &amp; Admin</b>																	
<b>1.2 Revenue</b>																	
Report on credit control, debt collection & indigent management to Finance Committee.		No of reports	12	3			3			3			3				
Meetings with Council's attorneys to discuss progress on handed over debtors.		No of meetings	6	1			2			2			1				
Steering committee meetings with council's Valuers.		No of meetings	6	1			2			2			1				
Debtor reconciliations		Completed by the 5th of the month	12	3			3			3			3				
Indigent Support- quarterly report to council		No of reports	4	1			1			1			1				
Indigent support –reports displayed at cashier hall		No of reports	4	1			1			1			1				

**KPA: Municipal  
financial  
viability and  
Management**

Vote: Finance &  
Admin

**1.3 Expenditure**

SCM Policy- revise	Completed by December 2013	100%		100%			100%			100%			100%		
DoRA reports on all grants received	Submitted monthly	12		3			3			3			3		
SCM reports in accordance with regulations, policy & procedures.	Submitted monthly	12		3			3			3			3		
Payroll is completed timorously & accurately	Completed within 7 working days of the end of the month	100%		100%			100%			100%			100%		
Payment of creditors on time in terms of Section 65 of MFMA	No of creditors paid on time	100%		100%			100%			100%			100%		
Update of SCM supplier	No of database	4		1			1			1			1		

database	updates															
<b><u>1.4 Financial Management</u></b>																
<b>Review asset policy and maintain Asset register</b>	Submit policy to exco by 30 June 2013	1											1			
Maintain investment register	Submit to MM monthly for signature	12		3			3			3			3			
Control and monitor stores	Submit quarterly stores reconciliations to MM	4		1			1			1			1			
Perform stock count yearly	Ensure stores count performed on last working day in June 2014	1											1			

### **Quarterly Projections for Service Delivery Targets and other Performance Indicators**

[illegible]

[illegible]

## SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

### Quarterly Projections for Service Delivery Targets and other Performance Indicators

## Quarterly Targets

[illegible]



Report on implementation of budget	Submit quarterly to Council	3				1		1		1		
Performance indicators in S D B I P	Made public in July 2013	1		1								
Performance agreements in S D B I P	Made public in July 2013	1		1								
Time schedule of key deadlines for budget and												
IDP process	Tabled in August 2013	1		1								
Mid year performance assessment report	Tabled in January 2014	1						1				
Adjustments budget	Tabled in January 2014	1						1				
Annual report	Tabled in January 2013	1						1				
Draft budget, revisions to IDP, resolutions and other related documents	Tabled in March 2014	1						1				
Issues raised in Auditors-General report	Addressed in March 2014	1						1				
Consultation on draft budget	No. of meetings in April 2014	3								3		
Responds to submissions of community	Amends budget in May 2014	1								1		
Service Delivery and Budget Implementation Plan	Approve in June 2014	1								1		
<b>2. Municipal Manager</b>												
Monthly expenditure statements to Mayor Performance Agreements Section 57 employees and performance assessment	No. of statements	12		3		3		3		3		
	Signed July 2012	1		1								
	Consolidate in July 2013	1		1								

Consolidated report of withdrawals	Table quarterly	4		1		1		1		1		
Report to Council on the expenditure incurred on staff salaries, wages, allowances and benefits	Submit quarterly to Council	4		1		1		1		1		
Time schedule of key deadlines for budget and												
IDP process	Made public in July 2013	1		1								
Annual financial statements to Auditor-General	Submit end of August 2013	1		1								
IDP consultation processes	Start in August 2013	3		2		1						
Internal Strategic Consultation processes	Begin in September 2013	6		3				3				
Engages with national and provincial sector depts on sector specific programmes for allingment with IDP	Begin in September 2013	4		4								
Impact of different service delivery levels on rates												
and tariffs	Inform community in Oct 2013	1				1						
National policies, budget plans and potential price												
increases of bulk resources	Review with dept heads in Oct 13	1				1						
Changes to the IDP for incorporation into IDP review	Review in November 2013	1				1						
Mid year performance assessment report to Mayor, N T and P T	Submit in January 2014	1						1				

Annual report	Made public in January 2014	1						1				
Annual report to AG, PT and D T & L G	Submit in January 2014	1						1				
National and Provincial allocations	Review in January 2014	1						1				

**SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**  
**Quarterly Projections for Service Delivery Targets and other Performance Indicators**

## Quarterly Targets

[illegible]

<b>2. Municipal Manager</b>												
Monthly expenditure statements to Mayor	No. of statements	12		3		3		3		3		
Performance Agreements	Signed July 2012	1		1								
Section 57 employees and performance assessment	Consolidate in July 2013	1		1								
Consolidated report of withdrawals	Table quarterly	4		1		1		1		1		
Report to Council on the expenditure incurred on staff salaries, wages, allowances and benefits	Submit quarterly to Council	4		1		1		1		1		
Time schedule of key deadlines for budget and IDP process												
Annual financial statements to Auditor-General	Made public in July 2013	1		1								
IDP consultation processes	Submit end of August 2013	1		1								
Internal Strategic Consultation processes	Start in August 2013	3		2		1						
	Begin in September 2013	6		3				3				
Engages with national and provincial sector depts on sector spesific programmes for alignment with IDP	Begin in September 2013	4		4								
Impact of different service delivery levels on rates and tariffs												
National policies, budget plans and potential price increases of bulk resources	Inform community in Oct 2013	1				1						
	Review with dept heads in Oct 13	1				1						
Changes to the IDP for incorporation into IDP	Review in November 2013	1				1						

review												
Mid year performance assessment report to Mayor, N T and P T	Submit in January 2014	1						1				
Annual report	Made public in January 2014	1						1				
Annual report to AG, PT and D T & L G	Submit in January 2014	1						1				
National and Provincial allocations	Review in January 2014	1						1				

**ENGINEERING DEPARTMENT : ELECTRICAL**  
**CAPITAL 2013 / 14**

**Quarterly Projections for Service Delivery Targets and other Performance Indicators  
( SDBIP )**

## Quarterly Targets

[illegible]





INDOOR TRANSFORMERS	R150 000,00	2				150000						Oct 2013 to submit specs
UPGRADE STREETLIGHTS - MELM. TOWN	R 60 000,00	PROJE CT		PROJECT S		PROJECT S		PROJECT S		PROJECTS		
UPGRADE STREETLIGHTS - THUBALETO	R 50 000,00	PROJE CT		PROJECT S		PROJECT S		PROJECT S		PROJECTS		
ELECTRICAL MV SWITCHING SUITS (PPE)	R 35 000,00			35 000								Submitted specs 26/9/2011
LV & MV UPGRADING	R 600 000,00	PROJE CT		PROJECT S		PROJECT S		PROJECT S		PROJECTS		
TOTAL COST	R 1 525 000,00											
<b>2 X COMPLETE K3 WAY RING MAIN UNIT</b>												
Place tender - 24 - 28 weeks waiting time		Date :    2/2/2013										
Nov 2013 to submit specs												
<b>2 X COMPLETE K4 WAY RING MAIN UNIT</b>		<b>LV &amp; MV UPGRADING</b>										
Place tender - 24 - 28 weeks waiting time		MV 35 mm cables, refurbish transformers etc., upgrading streetlights, kiosks, new connections etc.										
Nov 2013 to submit specs		MV cable project - remove overhead bare 11kv line & relace with 35mm underground cable										
<b>INDOOR TRANSFORMERS</b>												
Oct 2013 to submit specs		Infrared scanning program (To be carried out Carried out July 2013)										
<b>UPGRADE STREETLIGHTS - MELM. TOWN</b>												
<b>UPGRADE STREETLIGHTS - THUBALETO</b>												
<b>ELECTRICAL MV SWITCHING SUITS (PPE)</b>												
Submitted specs Aug 2013												

